



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

Deborah A. Gist
Commissioner

VACANCY NOTICE

JUNE 18, 2010

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF ACCOUNTABILITY & QUALITY ASSURANCE
TRANSFORMATION OFFICE**

***CHARTER SCHOOL COORDINATOR**

\$74,373 - \$90,373

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **JULY 1, 2010.**

APPLICATION REQUIREMENTS:

Send cover letter, resume and two current letters of reference to:

Rhode Island Department of Education
Office of Human Resource Development
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be e-mailed to
lisa.vieira@ride.ri.gov

Signed letters of reference should be mailed.

PLEASE NOTE:

Candidates selected for interview will be required to submit official transcripts.

DUTIES AND RESPONSIBILITIES:

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.
(Position is part of Local 2012, AFT)

*** SUBJECT TO FTE AND FUND AVAILABILITY**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575
www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION**
NONCLASSIFIED JOB DESCRIPTION

TITLE: Charter School Coordinator

GENERAL STATEMENT OF DUTIES: Incumbents represent the Office of the Commissioner in creating systems and structures for performance management of charter schools in the state. Facilitating collaboration among community groups, school districts and schools involved in public education reform and school improvement efforts including Progressive Support and Intervention. Responsible for planning, developing, and directing programs and activities for State charter schools.

SUPERVISION RECEIVED: Works under the supervision of the Chief Transformation Officer with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Brokers and participates in community-based discussions and planning meetings relating to school improvement and reform issues.

Constructs, maintains and updates materials regarding charter options for community organizations, funders and potential school leaders.

Collaborates with appropriate offices to plan meetings regarding the vision and planning for charters in the state.

Prepares written materials and other forms of media for both internal and external use in discussions of school reform including charter programming.

Prepares written and oral presentation to the Commissioner and Regents regarding community engagement efforts relating to school improvement and reform issues.

Researches current high-performing charter schools and authorizers, identifies performance measures within those organizations, and disseminates information from these sites when and where appropriate.

Supports the identification of methods of integration and collaborative professional learning for charter staffs.

Identifies methods of intervention and support for struggling charter schools; works with appropriate RIDE offices to inform schools of status, timelines and options.

Coordinates the charter school review and approval process, which includes developing materials for external review meetings, coordinating internal review meetings, monitoring and providing ongoing regulatory oversight, coordinating and conducting application renewal review to charter schools, and providing technical assistance to applicants.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of program evaluation practices and procedures.

Knowledge of grant writing policies and procedures.

Knowledge of policy development procedures.

Knowledge of project management principles.

Skilled in performing strategic planning.

Skilled in managing projects.

Skilled in analyzing public policy, governance issues and issues regarding board relations that confront traditional and non-traditional public schools.

Skilled in giving public presentations.

Skilled in developing policies.

Skilled in facilitating meetings.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Bachelor's Degree in Public Policy Formulation, Education Administration, or a related field.

EXPERIENCE: Charter school teaching, leadership and/or community affairs experience and education governance preferred, and or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: June 2010